

Applicability

This permit is required whenever temporary use of the public right-of-way is requested for utility trench construction by other than public utility companies. Typical examples of this work include:

- Installation of joint trench in a residential or industrial subdivision.
- Installation of utility services to a new commercial or industrial building
- Installation of utility service to an existing structure.

Instructions

To apply for a private utility trench permit, complete the Application for Public Works Permit form by following the instructions below:

- 1) **General Information**
Provide the name, address, and phone number of the permittee and the contractor who will be doing the proposed construction work. Be sure to include the State Contractor's and City Business License Numbers.
- 2) **Project Location / Major Intersection**
Specifically describe the location of work giving the street name and address if possible. In addition, indicate the major cross street(s).
- 3) **Fees**
See the current fee schedule titled "Public Works Permit Fees"
- 4) **Surety**
The surety requirements will vary based on the status of the project and whether any street improvement permits are currently active on the site. In general the surety requirements are as follows:
 - **Tract with executed contract and bonds in place for public improvements.** No surety required.
 - **3-Major with an executed contract and bonds for public improvements.** No surety required.
 - **3-Minor or trench only projects.** Surety equals cost of restoring the public right of way (\$1,000 minimum).

Surety may be in the form of a Certificate of Deposit (see guidelines) or a cashier's check. The Surety will be returned upon completion of the work and signed approval from the project inspector.
- 5) **Certificate of Insurance**
Submit a certificate of insurance to the office of the Risk Manager which meets City requirements. This insurance must be maintained for the duration of the project.
- 6) **Plans**
Prior to the issuance of the permit, the trenching plans must be approved by the affected utility company.